

9 FAM PART IV Appendix F, 300 CONSOLIDATED VISA CARD FILE (3" x 5")

9 FAM PART IV Appendix F, 301 CARD FILE CONTENTS

(TL:VISA-119; 7-3-95)

The consolidated visa card files shall consist of the following:

- (1) Forms OF-224 and OF-156 in Category Two refusal cases;
- (2) Forms OF-224 on issued, transferred, or inactive immigrant visa cases. If Form OF-224 is transferred to another post, it must be replaced by Form OF-236, a 3" x 5" card or by a charge-out card, Form OF-231;
- (3) Incomplete Forms OF-224 on immigrant visa cases being processed;
- (4) Forms OF-156 on pending nonimmigrant visa cases or pending applications for Mexican or Canadian Border Crossing Cards; and
- (5) Cards on lost or stolen foreign passports.

9 FAM PART IV Appendix F, 302 MAINTAINING THE CARD FILE

(TL:VISA-119; 7-3-95)

The file clerk should staple together all cards in the consolidated visa card file that pertain to one person, with the latest card on top. Retention of card files is similar to that of A-Z files; i.e., certain categories of cards are retained for a limited period only and then destroyed, while others must be retained indefinitely. Posts must identify cards that are kept only for a temporary period by rubber-stamping large numerals on them indicating the year of destruction, i.e., the last two digits of the year the retention period ends, and destroy them the following January. Although card files are unclassified, posts should take appropriate steps to insure their handling in accordance with INA 222(f).

9 FAM PART IV Appendix F, 303 CROSS-REFERENCING CLASSIFIED MATERIAL

(TL:VISA-119; 7-3-95)

When classified material relates to an individual, there should be a cross-reference "See classified file" for that individual in the card file, either on Form OF-224 (if appropriate) or on a separate 3"x 5" index card containing enough information to identify the person concerned. The same notation should be made on any Category Two refusal file or A-Z file material, when appropriate.